

**Request for Qualifications (RFQ)
For
Job Order Contract
Construction Services
Relating to
Citywide Facilities**

**Submittal Date
June 3, 2010**

**City of Houston
General Services Department**

**REQUEST FOR Qualifications (RFQ)
FOR
JOB ORDER CONTRACT
CONSTRUCTION SERVICES
CITYWIDE FACILITIES**

I. PURPOSE

The City's General Services Department (GSD) invites the submittal of Statements of Qualifications (SOQs) from Contractors interested in providing Job Order Contract (JOC) construction services for the construction, repair, rehabilitation or alteration of various Citywide Facilities for work of a recurring nature where the delivery times and quantities are indefinite, and Work Orders are issued on the basis of pre-described and pre-priced tasks. The City may award one or more job order contracts. For each contract the City will award a minimum of \$50,000 and maximum of \$10 million of Work during the five year term. Each Work Order will be a minimum amount of \$1,500 and a maximum amount of \$350,000.

II. PRE-SUBMITTAL MEETING

A pre-submittal meeting will be held at City Hall Annex 900 Bagby, 2nd Floor Conference Room Tuesday, May 25, 2010, at 1:30pm to discuss this solicitation. Attendance at the meeting is not mandatory.

Before the pre-submittal meeting date, the City will welcome any written questions submitted, faxed or e-mailed to:

Humberto Bautista P.E. City Engineer
General Services Department
900 Bagby, Second Floor
Houston, Texas 77002
Fax: 832-395-9542
humberto.bautista@houstontx.gov

- The City will not be bound by any information conveyed verbally. The City will provide, in writing, any clarifications, changes and/or other information, deemed to be necessary, as addenda to this RFQ.
- Addenda will only be provided to pre-submittal meeting attendees and known RFQ holders registered with GSD.
- No Addendum will be issued later than noon on Monday before the Submittal Date, except Addenda with minor clarifications, withdrawing RFQ, or postponing the Submittal Date.

III. SCOPE OF WORK

Contractor shall furnish all labor, materials, tools, supplies, equipment, transportation, insurance, Bonds, subcontracts, supervision, management, reports, incidentals, and quality control, and shall perform all operations necessary and required for construction management and construction work, which will be defined in each Work Order.

The Director of GSD (Director) will issue Work Orders on an as-needed basis for minor commercial building construction work needed for various City client departments including but not limited to fire stations, police command centers, solid waste facilities, public work facilities, libraries, and health service centers. Work will be done in a wide variety of trades including, but not limited to, carpentry, masonry, concrete, paving, roofing, excavation, steam fitting, plumbing, sheet metal, painting, demolition, welding, HVAC, electrical, mechanical, asbestos abatement, hazardous material handling, carpeting, flooring, drywall finishing, hardware, doors, glazing, landscaping and telecommunications cabling services. The specific work requirements will be identified in the Work Orders.

IV. SELECTION PROCESS AND SELECTION CRITERIA

The Contractor will be selected in a two-step process. In step one the Respondent's SOQs will be ranked based on the criteria set out in Section V below. The City may elect to interview some or all of the Respondents. After the interview, if any, the City will finalize the rankings. The City will then short-list the Respondents that will participate in step two. The City will notify the short-listed Respondents and require they submit a proposal in accordance with the attached RFP.

In step one, a Selection Committee will rank the Respondents based on the weighted criteria set out in Section V below. The Respondents can receive a maximum of 100 points.

In step two, the proposals will be ranked based on the criteria set out in the attached RFP.

The Respondent selected for an award will be the Respondent whose Submittal, as presented in the response to this RFQ and the subsequent RFP, is the most advantageous to the City and offers the best value.

Submission of a SOQ and/or subsequent Proposal indicates Respondent's acceptance of the evaluation technique and Respondent's recognition that some subjective judgments must be made by the City during the assigning of points.

V. SUBMITTALS

Five copies of sealed submittals are required. **Submittals shall be delivered to City Secretary** of the City of Houston, in the Margaret Westerman Building (a.k.a. City Hall

Annex), **Public Level, 900 Bagby Street, Houston, TX 77002**, at or before **10:30 a.m., local time, Thursday, June 3, 2010**. Late submittals will not be accepted for any reason. All submittals must be provided in a sealed box clearly labeled on the outside with the Respondent's name, name of the Project, and General Services Department. Place and date of Submittal opening may be changed in accordance with Sections 15-3(b)(5) and 15-3(b)(6) of the City Code.

Submittals will be opened and Respondents publicly identified by the City Secretary in City Council Chambers on the public level in City Hall Annex at 11:00 a.m. on the Submittal Date.

To enable the City to efficiently evaluate the SOQs, Respondents are urged to strictly follow the required format in preparing their SOQ.

Each copy of the SOQ shall be bound using GBC or other semi-permanent binding method, to ensure that pages are not lost. Each copy shall be no more than one-half inch thick. Pages shall be no larger than letter-size 8 ½" x 11" or, if folded to that dimension, twice letter size 11" x 17". Each section (defined below) shall be separated by a tabbed divider. Elaborate covers, binding, dividers, and the like are not required nor wanted.

NOTE: One of the copies shall be labeled "ORIGINAL" on the outside cover and shall contain original documents where specified below.

Each SOQ shall be organized in the following order:

- A. Outside Cover of Binder: This shall clearly identify the Project, Submittal Date, and Respondent's name.
- B. Tabbed Section I: Experience (25 points).
Provide a listing of commercial building construction projects performed over the last five years which may be relevant to the ability of your company to perform JOC type work. Provide the dollar amount for the smallest project and largest project completed in this timeframe. Provide the number of years that your company has been in the commercial building construction business.
- C. Tabbed Section II: References (10 points).
Include name, address, and telephone number of project owner or Architect/Engineer for verification of projects listed in item I above. Provide at least three references over the last five years from clients, project owners, Architects/Engineers, or Executive level personnel, with their address and telephone number.
- D. Tabbed Section III: Management Plan (25 points).
Provide proposed project organization with position descriptions, qualifications of personnel to be assigned to the project staff; procedures for managing the projects to include preparation of estimates, scheduling, use of software and

JOC for Citywide Facilities

computers, field supervision, interface between Respondent's home office and GSD. Include measures to ensure responsiveness to routine, urgent, and emergency projects; and internal and external communications.

- E. Tabbed Section IV: Contractor's Supervisory Personnel (15 points).
Respondent's proposed supervisory personnel. Provide qualifications and experience of supervisory personnel that will be used on these projects. This should include a minimum of an estimator, a superintendant, and contract liaison. City may include a "key persons clause" as part of construction contract committing supervisory personnel to the projects as proposed.
- F. Tabbed Section V: Subcontractors/Suppliers (15 points).
Provide list of proposed subcontractors (include trade) and suppliers to be used and their historical relationship with your company. Attach letters of commitment to this project or letters of pre-qualifications from proposed subcontractors. Provide procedures for identifying, managing, and assisting subcontractors.
- G. Tabbed Section VI: Safety (5 points).
Provide safety record and program. Provide current Workmen's Compensation Modifier. Number of lost time incidents during last five years and the associated total number of lost days related to safety incidents. Number of OSHA citations received over the last five years.
- H. Tabbed Section VII: Claims History (5 points).
List all projects in last five years that have gone to claim, litigation, City Engineer's decision, mediation or arbitration with the owner. List the outcome of any City Engineer's decision, litigation or arbitration. List any construction projects your firm failed to complete because of financial reasons, labor disputes, failure of your employees to perform, or any other reason.

VI ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

- A. Respondents shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the City for the purposes of influencing this selection. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.
- B. Respondents who provide false or misleading information, whether intentional or not, in any documents presented to the City for consideration in the selection process shall be excluded. Any false or misleading information in these documents would, in effect, render the entire document suspect and therefore useless.

JOC for Citywide Facilities

- C. INQUIRIES – Please do not contact the City during the selection process to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.
- D. COST OF RFQ – The City will not be responsible for costs incurred by anyone in the submittal of qualifications or for any costs incurred prior to the execution of a formal contract.
- E. CONFIDENTIAL INFORMATION – All responses shall be held confidential from other parties by the City to the extent allowable by law until after the selection process is completed. Respondents should be aware that at the completion of the selection process the contents of their Submittals are subject to the provisions of the Texas Public Information Act and may be made public. CONFIDENTIAL or SENSITIVE information should not be included in the Submittals.
- F. CITY POLICIES & ORDINANCES – Respondents should be aware of and therefore, familiar with all pertinent City of Houston Ordinances and policies which relate to contracting with the City. The following is a partial list of relevant subjects:
1. Equal Employment Opportunity
 2. MBE Participation Goal of 15% and SBE Participation Goal of 5%.
 3. City of Houston Fair Campaign Ordinance
 4. Mayor's Drug Detection and Deterrence Policy and Procedures
 5. Conflict of Interest Questionnaire (CIQ)
 6. Pay or Play (POP) Program



Humberto Bautista, P. E.
City Engineer
General Services Department

Date: May 14, 2010

END OF RFQ

**SAMPLE
REQUEST FOR PROPOSALS
Job Order Contract
Construction Services Relating to Citywide Facilities**

I. INTRODUCTION

You have been short-listed based on your qualifications for Job Order Contract Construction Services. We are requesting that you submit a Proposal in accordance with this RFP.

II. PRE-PROPOSAL MEETING

A pre-proposal meeting will be held at **(date and time TBD)**, at City Hall Annex, 900 Bagby, Second Floor Conference Room, to discuss this solicitation. Attendance at the meeting is mandatory.

Before the pre-proposal meeting date, the City will welcome any written questions submitted, faxed or emailed to:

Humberto Bautista, P.E.
City Engineer
General Services Department
900 Bagby, Second Floor
Houston, Texas 77002
Fax: 832-395-9542
Humberto.Bautista@houstontx.gov

- The City will not be bound by any information conveyed verbally. The City will provide, in writing, any clarifications, changes and/or other information, deemed to be necessary, as addenda to this RFP.
- Addenda will only be provided to short listed contractors.
- No Addendum will be issued later than noon on Tuesday before the Proposal Date, except Addendum with minor clarifications, withdrawing RFP, or postponing the Proposal Date.

III. SUBMITTALS

One copy of sealed submittal is required. The **submittal shall be delivered to City Secretary** of the City of Houston, in the Margaret Westerman Building (a.k.a. City Hall Annex), **Public Level**, 900 Bagby Street, Houston, TX 77002, at or before 10:30a.m., local time, Thursday, **TBD**. Late submittal will not be accepted for any reason. The

submittal must be provided in a sealed envelope clearly labeled on the outside with the Proposer's name, name of the Project, and General Services Department.

Proposer shall submit the proposals in the following format.

COFFICIENT FACTORS	
Prepriced Standard Working Hours	Coefficient factor of _____multiplied times the sum of applicable unit prices in the Unit Price Book. (Exhibit "B", paragraph 1.1 of the attached contract).
Prepriced Non-Standard Working Hours	Coefficient factor of _____multiplied times the sum or applicable unit prices in the Unit Price Book. (Exhibit "B", paragraph 1.2 of the attached contract).
Non-Prepriced Standard Working Hours	Coefficient factor of _____multiplied times the actual cost of non-prepriced items not contained in the Unit Price Book. (Exhibit "B", paragraph 2.1 of the attached contract).
Non-Prepriced Non-standard Working Hours	Coefficient factor of _____multiplied times the actual cost of non-prepriced items not contained in the Unit Price Book. (Exhibit "B", paragraph 2.2 of the attached contract).

IV. Selection Criteria

The City will evaluate the proposals based on the following weights:

Selection Criteria	Weights
Prepriced Standard Working Hours	25%
Prepriced Non-Standard Working Hours	25%
Non-Prepriced Standard Working Hours	25%
Non-Prepriced Non-Standard Working Hours	25%

V. Additional Instructions

COST OF PROPOSAL – The City will not be responsible for costs incurred by anyone in the submittal of qualifications or for any costs incurred prior to the execution of a formal contract.

The City of Houston reserves the right to (1) evaluate the Proposals submitted; (2) waive any irregularities therein; (3) select Proposers for the submittal of more detailed information; (4) accept any Proposal that unbalances the Proposal amounts between pre-construction and construction phase fees; (5) accept any Proposal or portion of a Proposal; and/or (6) reject any or all Proposals, should it be deemed in the City's best interest.

Humberto Bautista, P.E.
City Engineer
General Services Department

Date: _____

End of RFP

